Advance Diploma in Financial Accounting (ADFA)	12 Months	Higher Secondary or Equivalent	**Semester I** : Fundamental of computers, DOS & Windows, Fundamentals of Accounting & Basic Tally, MS Office(MS Word, MS Excel) **Semester II:** Closing Entries-Rectification of Errors, Adjustment Entries-Depreciation, Bad Debts & Final Accounting, Internet & Basics of E-commerce, Inventory Maintenance & Other Advanced usages of Tally Basic of Taxation(C.T.,I.T.,E.T.,P.T.), Project.